

NEW HAMPSHIRE NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 630-10**ALTERNATE WORK SCHEDULE**

1. **PURPOSE:** This regulation establishes procedures for alternate work schedules (AWS) for federal employees of the New Hampshire National Guard. This regulation supplements NHNG TPR 610-630 and supersedes NHNG TPR 630-10 Alternative Work Schedule, dated 1 January 2003 and all changes.
2. **REFERENCES:** NGB TPR 990-2; PART 610, 5 Code of Federal Regulations (CFR); Section 6105, Title 5, United States Code (USC); and Executive Order 11582.
3. **SCOPE:** This regulation applies to all full-time federal employees and units of the New Hampshire National Guard. Appendices contain additional specific guidance for the Air (Appendix A) and Army (Appendix B) Guard.
4. **OBJECTIVES:** Meet mission requirements and customer service needs, while improving employees' work schedules and utility usage.
5. **GENERAL:** Approval authority of the AWS rests with the Adjutant General of New Hampshire. Supervisors will approve individuals to participate in AWS as long as unit operations, safety and missions are not adversely impacted. With an AWS, employees can gain more time for family, community and education. The AWS is also a useful recruitment and retention tool.
6. **DEFINITIONS:**
 - **Alternate Work Schedule:** A term which jointly refers to flexible and compressed work schedules. The New Hampshire National Guard offers employees a compressed work schedule. Flexible work schedules do not apply.
 - **Flexitour:** A flexible schedule in which an employee, having once selected starting and stopping times within the flexible time bands, continues to adhere to these times.
 - **Compressed Work Schedule:** The scheduling of work hours in excess of eight hours per day to meet an 80-hour biweekly basic work requirement in less than ten work days.
 - **Administrative Workweek:** The administrative workweek is seven consecutive calendar days beginning at 0001 hours on Sunday and ending at 2400 hours on the following Saturday.
 - **Administrative Pay Period:** The days and hours of an administrative pay period which make up the regularly scheduled eighty-hour pay period.

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- **Regular Tour of Duty:** There are two regular tours of duty established for full time employees of the New Hampshire National Guard. The first is ten eight-hour days per pay period. The second is a compressed schedule with eight nine-hour days and one eight-hour day per pay period.

7. **AWS HOLIDAYS:** Per Title 5 USC and Executive Order 11582, specific regulations apply to holidays within an alternate work schedule.

a. When a holiday falls on a day that an employee is regularly scheduled to work under a compressed work schedule, the scheduled workday is the employee's holiday.

(1) If the employee is covered by a compressed work schedule, the employee's holiday will comprise the number of hours the employee is regularly scheduled to work that day.

(2) A technician who is required to work on a regularly scheduled work day that is a holiday receives holiday premium pay for working on the holiday and is not entitled to an in lieu of holiday. If the technician is covered by a compressed work schedule, the technician is entitled to holiday premium pay for the number of hours he or she is regularly scheduled to work that day.

b. When a holiday falls on a non-work day for an employee covered by a compressed work schedule and:

(1) The holiday falls on Sunday, the first regularly scheduled work day following the Sunday holiday is the employee's in lieu of holiday, i.e. holiday is Sunday, the in lieu of day is Tuesday if Monday is the regular non-work day; or Monday if Friday is the regular non-work day.

(2) The holiday is not a Sunday, the last regularly scheduled work day preceding the holiday is the employee's in lieu of holiday, i.e. if Monday is the regular non-workday and the holiday is Saturday or Monday, the in lieu of day is Friday; or if Friday is the regular non-work day and the holiday is Friday or Monday, the in lieu of day is Thursday.

FOR THE ADJUTANT GENERAL

//Signed//

DEBORAH L. CARTER
LTC, NHNG
Human Resource Officer

ANNEX A-1
NHANG ALTERNATE WORK SCHEDULE
CALENDAR
 2004

1. The following is the CY 2004 Alternate Work Schedule for the NHANG. This schedule was derived taking into consideration planned activities during the year including UTA's, SUTA's, and holidays.
2. Some pay periods have only one AWS day designated because of a major holiday occurring during that period.
3. The primary AWS is designated by a "(P)"; the secondary AWS is designated by an "(S)" and an AWS for all is designated by "(ALL)" following the listed date.
4. The Calendar Year 2004 Alternate Work Schedule for the NHANG is:

NHANG Alternate Work Schedule
 Calendar Year 2004

PAY PERIOD	AWS DATES(S)	8 HOUR DAY
11 – 24 Jan 2004	16 Jan (S) 20 Jan (P)	23 Jan
25 Jan – 7 Feb	30 Jan (S) 2 Feb (P)	6 Feb
8 – 21 Feb	13 Feb (S) 17 Feb (P)	20 Feb
22 Feb – 6 Mar	27 Feb (S) 1 Mar (P)	5 Mar
7 – 20 Mar	12 Mar (S) 15 Mar (P)	19 Mar
21 Mar – 3 Apr	26 Mar (S) 29 Mar (P)	2 Apr
4 – 17 Apr	9 Apr (S) 12 Apr (P)	16 Apr
18 Apr – 1 May	23 Apr (S) 26 Apr (P)	30 Apr
2 – 15 May	7 May (S) 10 May (P)	14 May
16 – 29 May	17 May (P) 28 May (S)	21 May
30 May – 12 Jun	1 Jun (P) 4 Jun (S)	11 Jun
13 – 26 Jun	18 Jun (S) 21 Jun (P)	25 Jun

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PAY PERIOD	AWS DATES(S)	8 HOUR DAY
27 Jun – 10 Jul	2 Jul (S) 6 Jul (P)	9 Jul
11 – 24 July	16 Jul (S) 19 Jul (P)	23 Jul
25 Jul – 7 Aug	30 Jul (S) 2 Aug (P)	6 Aug
8 – 21 Aug	13 Aug (S) 16 Aug (P)	20 Aug
22 Aug – 4 Sep	30 Aug (P) 3 Sep (S)	27 Aug
5 – 18 Sep	7 Sep (P) 17 Sep (S)	10 Sep
19 Sep – 2 Oct	20 Sep (P) 24 Sep (S)	1 Oct
3 – 16 Oct	8 Oct (S) 12 Oct (P)	15 Oct
17 – 30 Oct	22 Oct (S) 25 Oct (P)	29 Oct
31 Oct – 13 Nov	12 Nov (All)	5 Nov
14 – 27 Nov	26 Nov (All)	19 Nov
28 Nov – 11 Dec	29 Nov (P) 10 Dec (S)	3 Dec
12 – 25 Dec	23 Dec (All)	17 Dec
26 Dec 2004 – 8 Jan 2005	30 Dec (S) 3 Jan 2005 (P)	7 Jan 2005

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NHARNG ALTERNATE WORK SCHEDULE
CALENDAR 2004

1. The following is the CY04 Alternate Work Schedule for the NHARNG. A primary and secondary AWS has been identified per pay period. Offices involved in soldier service should have coverage on both AWS days and use the secondary AWS schedule to manage this. All other members should be on the Primary AWS schedule.
2. Members are either on the Primary or Secondary schedule. If a supervisor needs to bring someone in on his or her AWS, compensatory time is authorized. A long-term change in schedule (from primary to secondary or vice versa) is authorized to meet the needs of soldier service, but is limited to one change per year.
3. One pay period has only one AWS day designated because of the Thanksgiving holiday: 26 Nov 04. Additionally, when the AWS occurs on a Monday holiday, the holiday is the previous Friday.
4. CY04 Alternate Work Schedule for NHARNG:

Pay Period	Primary AWS (Monday Schedule)	Secondary AWS (Friday Schedule)	8 Hour Day
11 Jan – 24 Jan 04	16 Jan 04 Holiday 19 Jan 04 AWS	16 Jan 04	23 Jan 04
25 Jan – 7 Feb 04	2 Feb 04	30 Jan 04	6 Feb 04
8 Feb – 21 Feb 04	13 Feb 04 Holiday 16 Feb 04 AWS	13Feb04	20 Feb 04
22 Feb – 6 Mar 04	1 Mar 04	27 Feb 04	5 Mar 04
7 Mar – 20 Mar 04	15 Mar 04	12 Mar 04	19 Mar 04
21 Mar – 3 Apr 04	29 Mar 04	26 Mar 04	2 Apr 04
4 Apr – 17 Apr 04	12 Apr 04	9 Apr 04	16 Apr 04
18 Apr – 1 May 04	26 Apr 04	23 Apr 04	30 Apr 04
2 May – 15 May 04	10 May 04	7 May 04	14 May 04

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16 May – 29 May 04	24 May 04	21 May 04	28 May 04
30 May – 12 Jun 04	7 Jun 04	4 Jun 04	11 Jun 04
13 Jun – 26 Jun 04	21 Jun 04	18 Jun 04	25 Jun 04
27 Jun – 10 Jul 04	2 Jul 04 Holiday 5 Jul 04 AWS	2 Jul 04	9 Jul 04
11 Jul – 24 Jul 04	19 Jul 04	16 Jul 04	23 Jul 04
25 Jul – 7 Aug 04	2 Aug 04	30 Jul 04	6 Aug 04
8 Aug – 21 Aug 04	16 Aug 04	13 Aug 04	20 Aug 04
22 Aug – 4 Sep 04	30 Aug 04	27 Aug 04	3 Sep 04
5 Sep – 18 Sep 04	13 Sep 04	10 Sep 04	17 Sep 04
19 Sep – 2 Oct 04	27 Sep 04	24 Sep 04	1 Oct 04
3 Oct – 16 Oct 04	8 Oct 04 Holiday 11 Oct 04 AWS	8 Oct 04	15 Oct 04
17 Oct – 30 Oct 04	25 Oct 04	22 Oct 04	29 Oct 04
31 Oct – 13 Nov 04	8 Nov 04	5 Nov 04	12 Nov 04
14 Nov – 27 Nov 04	26 Nov 04	26 Nov 04	19 Nov 04
28 Nov – 11 Dec 04	6 Dec 04	3 Dec 04	10 Dec 04
12 Dec – 25 Dec 04	20 Dec 04	17 Dec 04	23 Dec 04
26 Dec – 8 Jan 05	3 Jan 05	30 Dec 04 Holiday 31 Dec 04 AWS	7 Jan 05